



Community-Based Problem-Solving Criminal Justice Initiative's Technical Assistance Program: FY 2005 Competitive Grant Announcement

Eligibility

For-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, institutions of higher education, and individuals with demonstrated experience in providing or procuring the range of technical assistance on a national level are eligible to apply.

Grants.gov Submission Deadline: April 28, 2005

**For assistance with this solicitation, contact:
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202-307-2076 or kim.norris@usdoj.gov**

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About OJP

The Office of Justice Programs (OJP), U.S. Department of Justice, was created in 1984 to provide federal leadership in developing the nation's capacity to prevent and control crime, administer justice, and assist crime victims. OJP carries out this mission by forming partnerships with other federal, state, and local agencies, as well as national and community-based organizations. OJP is dedicated to comprehensive approaches that empower communities to address crime, break the cycle of substance abuse and crime, combat family violence, address youth crime, hold offenders accountable, protect and support crime victims, enhance law enforcement initiatives, and support advancements in adjudication. OJP also works to reduce crime in Indian Country, enhance technology's use within the criminal and juvenile justice systems, and support state and local efforts through technical assistance and training.

About BJA

The Bureau of Justice Assistance (BJA), Office of Justice Programs, U.S. Department of Justice, supports law enforcement, courts, corrections, treatment, victim services, technology, and prevention initiatives that strengthen the nation's criminal justice system. BJA provides leadership, services, and funding to America's communities by emphasizing local control; building relationships in the field; developing collaborations and partnerships; promoting capacity building through planning; streamlining the administration of grants; increasing training and technical assistance; creating accountability of projects; encouraging innovation; and ultimately communicating the value of justice efforts to decision makers at every level.

About the Community-Based Problem-Solving Criminal Justice Initiative

Background

Across the nation, criminal justice practitioners are testing innovative ways to deliver justice and provide more lasting and meaningful resolutions for the millions of difficult cases that pass through the system each year. Problem-solving initiatives are designed to change the behavior of offenders, prevent future offending, and make communities safer. Judges, prosecutors, defense attorneys, court personnel, and the community work together to reduce crime and address the problems of victims and offenders. With an innovative focus on communities, citizens are welcomed into the process, participating in advisory boards, organizing community projects, and voicing their concerns about the impact of crime on their neighborhoods. In 1989, the first example of a problem-solving court—a drug court—opened in Dade County, Florida.

Today, there are many types of problem-solving courts that focus on specific issues: community courts, drug treatment courts, mental health courts, domestic violence courts, and reentry courts. While each of these courts targets a unique problem and uses a different approach, they all share a common goal that encourages courts to assess an offender's needs to develop a response that will improve his or her ability to be a successful law-abiding member of the community. Moreover, problem-solving courts use common elements, including assessments of the offenders to inform the response; collaborative approaches when identifying services; continued involvement of the judiciary to enhance accountability of the offender; and input from members of the community.

Problem-solving courts have increased in capacity and number over the last 20 years, and program evaluations have established their efficacy. Problem-solving courts have reduced recidivism and

reincarceration of offenders (National Institute of Justice, 2003) and also can save the criminal justice system money through reduced crime rates, fewer jail-bed days, and offenders' payments of fines (National Drug Court Institute, 2004).

Another type of a problem-solving initiative is community prosecution, which focuses on selected neighborhoods and involves long-term proactive partnerships among the prosecutor's office, law enforcement, the court, public defender, the community, and public and private organizations. Implementation of this initiative requires prosecutors to form partnerships with key members in the community, incorporate priorities of citizens into their mission, and engage in problem-solving activities and crime prevention measures that focus on quality of life issues.

With the success of these efforts, the criminal justice system has an opportunity to enhance the efforts of the problem-solving initiative by expanding the number of issues that a court can address in its problem-solving approach. There exists a target population of offenders with diverse problems who, if provided an early clinical assessment and linked to the appropriate resource or service, would be better served by the criminal justice system.

Another way the criminal justice system can enhance the problem-solving initiative is by applying successful elements of this approach to all offenders. Doing so will not only increase the court's understanding of offenders and their potential for success, but also ensure access to critical resources for offenders who are ineligible for a specialty court and enable general courts to reflect the community's needs and concerns. This process will help courts identify and solve key neighborhood problems and create stronger links between citizens and the courts to make a difference in the lives of offenders and victims.

FY 2005 Technical Assistance Program Requirements

Purpose

The purpose of the technical assistance program is to work with state, tribal, and local court jurisdictions to enhance their capacity to implement a problem-solving initiative that will improve court and community outcomes and reduce recidivism. BJA will fund several sites to implement problem-solving initiatives. Specifically, the sites' goals are to:

1. Engage the community in defining the issues that applicants will address in their community-based problem-solving initiative, building strong links to citizens, schools, and community groups.
2. Improve the criminal justice system's ability to identify, assess, evaluate, and monitor offenders as an alternative to incarceration.
3. Utilize the authority of the criminal justice system to hold offenders accountable while linking them to high-quality community resources and services.
4. Create a better understanding and effective linkages between the criminal justice system and community social service organizations, providing court officials with more sentencing options and access to community resources.

To assist these sites, BJA is seeking a technical assistance provider who can demonstrate the ability to provide and procure technical assistance from all facets of the criminal justice system by coordinating

multiple providers. The successful applicant will work with BJA and the Community-Based Problem-Solving Criminal Justice Initiative grantees, assisting with the overall program implementation. BJA grantees requiring technical assistance under this solicitation may include a single jurisdiction, state, or tribal community.

Technical assistance may be provided through the following methods:

- Onsite visits, by telephone, or e-mail.
- Coordinating peer-to-peer consultation.
- Managing long-distance meetings (e.g., teleconferencing) or focus groups.
- Developing and conducting training, including curriculum development.
- Developing policy papers, fact sheets, resource guides, multimedia products, and other materials.
- Providing general program documentation.

Working with the demonstration sites, the technical assistance provider will assist in the development and training associated with comprehensive screening and assessment instruments; provide cross-training on problem-solving approaches to prosecutors, defense attorneys, court staff, case managers, community corrections staff, and other agencies that supervise defendants; and assist in developing strategies to ensure that diversion agency supervision programs are in place and resources and services are leveraged and appropriate for each jurisdiction.

In addition, the technical assistance provider will facilitate cross-jurisdictional information sharing among practitioners who are seeking to expand and enhance their current problem-solving efforts. The provider will identify problem-solving community best practices to foster peer-to-peer support and information sharing, develop an Internet-based clearinghouse for easy access to program information, and actively market the program's resources and recommendations. The primary effort will focus on the eight demonstration sites, but the information should be prepared so that it can be translated to the criminal justice field as a whole.

Project Design

The applicant must establish its ability to provide and procure technical assistance (TA) in the following areas: multipurpose screening and assessment, pretrial/diversion services, prosecution, defense, judicial involvement and court administration, case management/coordinated resources, and community outreach and engagement.

All of the activities over the life of this initiative will form the basis of a training manual, which will support the replication of problem-solving approaches in other jurisdictions. The manual will include an original curriculum, descriptions of the strategies used, publications, articles, and general management materials so that others may learn from this initiative. Key subject areas to be included are:

- Best practices in pretrial diversion.
- Judicial problem-solving case management strategies.
- Problem-solving approaches by prosecutors, public defenders, case managers, and agencies that supervise defendants.

A successful applicant will have the capacity to plan for, manage, and meet deliverables under this program and provide the following:

- A plan that demonstrates the flexibility to identify and solve the needs of the community-based problem-solving initiative as they arise.
- A plan to build and offer substantive services, including but not limited to documentation of practices, written materials, training materials, and reports of analyses conducted.
- A plan for managing all support-related activities including logistical support for meetings and onsite technical assistance. Applicants should plan to manage two TA workshops for the demonstration sites over a 24-month period: one at the beginning of the project where the provider will assess the needs and assets of each site and a follow-up TA workshop a year later.

Note: Demonstration sites have budgeted for attendance at both workshops.

- A technical assistance triage process that describes how service requests will be received, assessed, and addressed. The technical assistance provider, independently and/or through consultants, should plan for at least one site visit to each of the demonstration sites.
- A plan that uses reliable evaluation methods to assess the service delivery process and to implement changes based on the results including a plan to evaluate each instance of technical assistance.
- An overall management plan for implementing the duties associated with this award including documentation of efforts and expenditures.

Eligibility

Applications are being solicited from a lead agency that will provide and procure technical assistance in implementing the Community-Based Problem-Solving Criminal Justice Initiative. The technical assistance provider will serve as the fiduciary agent and have responsibility for the coordination of multiple providers, the coordination of which must be identified in the application. For-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, institutions of higher education, and individuals with demonstrated experience in providing or procuring the range of technical assistance on a national level are eligible to apply. For-profit organizations must agree to waive any profit or fees for services.

Amount and Length of Awards

One cooperative agreement will be awarded to a technical assistance provider. Requests for funding may not exceed \$500,000 for a total project period of 24 months.

Review Process

All applications will be peer reviewed. BJA staff will review peer review results and make recommendations to the Director of BJA, who will make a final award recommendation to the Assistant Attorney General for OJP. The final award decision is made by the Assistant Attorney General. BJA may communicate specific terms of the award with the selected applicant.

How to Apply

The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.609, titled “Community Prosecution and Project Safe Neighborhoods.”

OJP participates in the e-Government initiative, which is one of five initiatives included in the President’s Management Agenda. Grants.gov is a “storefront” that provides a simple and unified process for all customers of federal grants to find opportunities, apply, and manage grants online. Community-Based Problem-Solving Criminal Justice Initiative’s Technical Assistance Program has been designated as one of the U.S. Department of Justice’s five pilot programs that will be administered through Grants.gov. To access the system, go to Grants.gov. (www.grants.gov) Applications submitted via Grants.gov must be in one of the following formats: Microsoft Word (*.doc), PDF (*.pdf), or text (*.txt).

If you experience difficulties at any point in this process, please call the Grants.gov customer support hotline at 1-800-518-4726.

Step 1: Downloading the Application Viewer

- You will need to download the PureEdge Viewer to access, complete, and submit applications through Grants.gov. The PureEdge Viewer is available free of charge.
- From the Grants.gov “Welcome” screen, select the “Get Started” tab at the top of the screen.
- Click on “Get Started Step 1—Download Application Viewer.” This will open the “Download Application Viewer” window. This window includes information about computer system requirements and instructions for downloading and installation.
- Scroll down and click on the link to download the PureEdge Viewer.
(www.grants.gov/PEViewer/ICSViewer602_grants.exe)
- You will be prompted to save the application. Click the “Save” button. This will open the “Save As” window. Select the location where you would like to save PureEdge Viewer and click the “Save” button.
- A window will appear to show the progress of the download. When the downloading is complete, click to close the dialog box.
- To install the PureEdge Viewer package, locate the file on your computer and click to open it. When a prompt asks if you would like to continue, click “Yes.” The ICS InstallShield Wizard will extract the necessary files and take you to the “Welcome” page.
- Click “Next” to continue.
- Read the License Agreement and click “Yes” to accept the agreement and continue with the installation process. This will take you to the “Computer Information” screen.
- Enter a User Name and a Company Name in the designated fields and click “Next.”

- The “Choose Destination Location” window will prompt you to select the folder in which Pure Edge Viewer will be installed. To save the program in the default folder, click “Next.” To select a different folder, click “Browse.” Select the folder in which you would like to save the program, click on “OK,” then click “Next.”
- The next window will prompt you to select a program folder. To save program icons in the default folder, click “Next.” To select a different program folder, you can type a new folder name or select one from the list of existing folders, then click “Next.” Installation will begin.
- When installation is complete, the InstallShield Wizard Complete Screen will appear. Click “Finish.” This will launch the ICS Viewer Help Information window. Review the information and close the window.
- When you run the PureEdge Viewer for the first time, you may be prompted to accept the End-User License Agreement. Read through the agreement and click “Accept.” This will prompt you to license your product with a license key. Because this is a free program, you should enter one of the following serial number and accompanying license key combinations in the designated fields. Please enter them as they are listed below. All letters must be capitalized.

Serial Numbers

179123-03A
179124-03A
179125-03A
179126-03A
179127-03A

License Keys

TNDWXS-52-BAN6S5
TNDWXS-32-BAN6J5
TNDWXS-G2-BAN6E5
TNDWXS-H2-BAN6P5
TNDWXS-E2-BAN6B5

Step 2: Requesting a DUNS Number

- Beginning October 1, 2003, a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. The DUNS number will be required whether an applicant is submitting an application on paper, through OJP’s Grants Management System, or using the governmentwide electronic portal (Grants.gov). **An application will not be considered complete until the applicant provides a valid DUNS number.** Individuals who would personally receive a grant or cooperative agreement from the federal government are exempt from this requirement.

Organizations should verify that they have a DUNS number or take the steps necessary to obtain one as soon as possible. Applicants can receive a DUNS number at **no cost** by calling the dedicated toll-free DUNS number request line at 1-800-333-0505.

Step 3: Registering with Central Contractor Registry

- You will need to register with the Central Contractor Registry (CCR), a central, governmentwide resource for grant recipients to update and change organizational information for doing business with the federal government. A DUNS number is required to complete this registration. If you have the necessary information ready, the registration process will take about 30 minutes to complete online. You will receive your CCR registration within 5 business days. **Please allow time to receive your CCR registration and submit your application on time.**

- Before registering online, you should review the *CCR Handbook* (March 2002) and gather the information you need to complete the registration worksheet. The handbook and worksheet are located online at www.ccr.gov. You will need Adobe Reader to view the worksheet.
- To begin your registration, select the “Get Started” tab on the left side of the screen.
- Select the “Get Started Step 3—Register with Central Contractor Registry.”
- Click on the link to CCR (www.ccr.gov). This will take you to the CCR web site.
- Click on “Start New Registration” on the left side of the screen. A pop-up box will appear to remind you that a DUNS number is needed to continue registration with CCR. If you do not have your DUNS number yet, go back to step 2. If you have a DUNS number, click “Continue.”
- Complete the CCR registration, as explained on the registration screen. Mandatory fields are indicated with the letter “M.”

Step 4: Registering with a Credential Provider

- Grants.gov uses E-Authentication, a federal program to safeguard the security of your electronic information. You must register with E-Authentication to have your grant application forwarded to the appropriate government agency safely and securely.
- To begin your registration, select the “Get Started” tab on the left side of the screen.
- Select the “Get Started Step 4—Register with a Credential Provider.”
- Click the E-Authentication link. This will take you to the E-Authentication screen.
- Click the “User ID” button.
- You will be prompted that you are entering a secure site. To continue, click “OK.”
- Once you have entered all the required information in the appropriate fields, click the “Submit” button.

Step 5: Registering with Grants.gov

- Registering with Grants.gov designates you as the Authorized Organization Representative (AOR) making you the only person authorized to submit grant applications through Grants.gov on behalf of your organization. The name registered here should be the authorized signature for your organization.
- To begin your registration, select the “Get Started” tab on the left side of the screen.
- Select “Get Started Step 5—Register with Grants.gov.”
- In the “Username” and “Password” fields, enter the username and password you entered when you registered with E-Authentication.

- Click the “Register” button.
- Complete the “Authorized Organization Representative User Profile” screen and click “Submit.”

Step 6: Download Application Package

- Grants.gov allows you to complete and save the application package on your computer, then upload it back into Grants.gov for submission.
- To get started, select the “Apply for Grants” tab on the left side of the screen.
- Click on “Apply Step 1—Download a Grant Application Package and Application Instructions.”
- On the “Download Application Package” screen, enter “BJA-2005-758” in the “Funding Opportunity Number” field.
- Click on the “Download Package” button. This will take you to the “Selected Grants Application for Download” page.
- To download an application package and its instructions, click the corresponding download links. Be sure to download both.
- Once you select a grant application, you will be taken to a “Download Application Package” screen to confirm that you are downloading the correct application. If you would like to be notified of any changes to this funding opportunity, enter your e-mail address in the corresponding field, then click the “Submit” button.
- After verifying that you are downloading the correct application, click the “Download Application Package” button. The application package will open in the PureEdge Viewer you downloaded in step 1.
- Click the “Save” button to save the package on your computer. Because the form is not yet complete, a window will prompt you that one or more fields may be invalid. You will complete these fields in step 7. Select “Yes” to continue. After you click “Yes,” the “Save Form” window will open.
- Select the location where you would like to save your application. Select a name and enter it in the “Application Filing Name” field.
- Click the “Save” button. If you choose, you may now close your Internet browser and complete your application package offline.

Step 7: Completing the Application Package

- If offline, locate the application package you saved on your computer. (This application can be completed entirely offline; however, you will need to login to Grants.gov in order to submit the application.) When you open the package, it will be in PureEdge Viewer. You may save your application at any time by clicking on the “Save” button at the top of the screen. Verify that the pre-entered information is correct for the grant opportunity for which you intend to apply. If not, click the

“Cancel” button at the top of the screen. Go back and start step 6 again or call the Grants.gov customer service hotline at 1–800–518–4726.

- Enter a name for your application in the “Application Filing Name” field.
- Open and complete all the mandatory and optional forms or documents. To complete a form, click to select the form, then click the “Open” button. When you open a required form, the mandatory fields will be highlighted in yellow. If you enter incomplete information in a mandatory field, you will receive an error message. When you have completed a form or document, click to select the document, then click the “>>” button to move the form or document to the “Completed Documents” box. Click the “<<” button to return a form to the “Incomplete Documents” box.
- When you open a document or form, you will be able to attach documents from your computer. To attach a document, select the corresponding form and click the “Add” button to open the “Attachments” window. Click the “Attach” button. Select the document on your computer that you would like to attach, then click the “Open” button. You will return to the “Attach” window. Continue this process until you have attached all the necessary documents. Once you have finished, click the “Done” button. The box next to the “Attachment” will be now be checked.
- To exit a form, click the “Close” button. Your information will be saved automatically.

Step 8: Submitting the Application

- Once you have completed and saved an application on Grants.gov, the “Submit” button at the top of your screen will be enabled. This button will not be activated unless all mandatory data fields have been completed. When you are ready to submit your application, click on “Submit.” This will take you to a “Summary” screen.
- Review the application summary. If you wish to make changes at this time, click “No” to return to the application package where you can make changes to the forms. To submit the application, click the “Yes” button.
- This will take you to a “Login” screen where you will need to enter the username and password that you used to register with Grants.gov and E-Authentication. Enter your username and password in the corresponding fields and click “Login.”
- When it has been authenticated, your application will be submitted. You should print this confirmation screen for your records. You will receive an e-mail message to confirm that the application has been successfully uploaded into Grants.gov. The confirmation e-mail will give you a Grants.gov tracking number, which you will need to track the status of your application.
- When finished, click the “Close” button.

Attachments

Budget Detail Worksheet (Attachment #1)

The applicant must provide a budget that (1) is complete, allowable, and cost effective in relation to the proposed activities, (2) shows the cost calculations that demonstrate how the applicant arrived at the total

amount requested, and (3) provides a brief budget narrative that links costs with project implementation. The budget should indicate the amount of any in-kind contributions or indirect donations to be contributed to the program.

Review the project design section in this solicitation for specific costs that need to be included, such as the two national workshops and onsite technical assistance visits.

- **Budget Detail Worksheet.** The budget detail worksheet must list the cost of each budget item and show how the cost was calculated. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee to be paid through grant funds. The budget worksheet should present a complete and detailed itemization of all proposed costs. **Note:** Total costs specified in the budget detail worksheet must match the total amount requested.
- **Budget Narrative.** The budget narrative should closely follow the content of the budget detail worksheet and provide justification for all proposed costs. For example, the narrative should explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs were calculated. The budget narrative should justify the specific items listed in the budget detail worksheet—particularly supplies, travel, and equipment—and demonstrate that all costs are reasonable.

A sample budget worksheet form that can be used as a guide to assist applicants in the preparation of the budget worksheet and budget narrative is available on OJP’s web site (www.ojp.usdoj.gov/forms.htm).

Program Narrative (Attachment #2)

The program narrative must respond to the Selection Criteria (numbers 1-2). Submissions that do not adhere to the format will be ineligible.

The program narrative must be double spaced, using a standard 12-point font (Times New Roman preferred) with 1-inch margins, and must not exceed 20 pages. (Please number pages “1 of 20,” “2 of 20,” and so forth.)

Other Program Attachments (Attachment #3)

This attachment must include the following materials:

- A project timeline and task plan identifying each project goal, related objective, activity, expected completion date, and responsible person or organization.
- Resumés for all key personnel, as well as job descriptions that outline the roles and responsibilities of all key positions that are currently vacant.

Selection Criteria

1. **Project Design and Strategy** (50 points)

This section must describe how the applicant’s organization will provide technical assistance by including the following:

- **Problem Statement.** Define the issues and across the nation that have led to new problem-solving approaches and the need for training and technical assistance in this area.
- **Training and Technical Assistance (TTA).** Illustrate what will be done to address the issues outlined in the problem statement. Also define how the strategy will be implemented. Provide a project design that is innovative, viable, and within the applicant's ability to deliver. Indicate how project objectives and work requirements, listed in the Project Design section above, will be achieved and describe a cohesive plan for transferring knowledge about problem-solving approaches to the field. Include a project timeline and task plan (as Attachment #3).
- **Protocols.** Describe the TTA protocols and triage process to be used. This includes addressing the development of practitioner-oriented self-help and self-assessment tools for the field, training, and technical assistance.
- **Replicability.** Describe how the training and technical assistance will support the replication of problem-solving approaches in other jurisdictions. Address the training manual described in the Project Design section above.
- **Evaluation.** Describe the qualitative and quantitative measures that will indicate progress toward completing the assigned tasks (see the Performance Measures section). Include a plan to evaluate the effectiveness of activities under the cooperative agreement. This plan must explain what will be measured, who will measure it, and how the findings will be used. Describe how the organization will collect data to document the qualitative and quantitative measures defined above and how services will be assessed.
- **Deliverables.** Identify how the deliverables will support the proposal and how they will be developed.

2. **Management and Organizational Capability** (40 points)

Describe the skills and experience of staff in the organization and their capacity to coordinate and lead multiple technical assistance providers. Resumés for all key personnel must be included (in Attachment #3). Define the capacity to accomplish the aforementioned tasks. Describe the organization's experience in the following areas:

- Multi-purpose screening and assessment.
- Pretrial services.
- Prosecution.
- Defense.
- Judiciary and court administration.
- Case management.
- Community corrections/supervision.

3. **Budget** (10 points)

Applicants must provide a proposed budget that is complete, allowable, and cost effective in relation to the proposed activities.

Performance Measures

To ensure compliance with the Government Performance and Results Act (GPRA), Public Law 103-62, this solicitation notifies applicants that they are required to collect and report data that measures the results of the programs implemented with this grant. To ensure accountability of this data, for which OJP is responsible, the following performance measures are provided:

Program Goal	Performance Measures
To enhance the capacity of each BJA-funded demonstration site to implement a problem-solving initiative that will improve court and community outcomes and reduce recidivism.	<p>Long-term Outcome Measure: Percentage of client demonstration sites that achieve a reduction in recidivism.</p> <p>Short-term Outcome Measure: Percentage of client demonstration sites that complete plans to implement a problem-solving initiative.</p> <p>Output Measures:</p> <ul style="list-style-type: none">• Number of requests for services by type of service requested and service recipient.• Number of executed requests for services by type of service provided, average response time, duration of service delivery, number of participants, and number of any products or deliverables.• Number and type of products created to serve the field, including publications, training curricula, etc.

In addition to collecting and reporting data for the performance measure listed in the table above, the grantee is required to report achievements describing the ability to assist technical assistance recipients to determine the number of service providers identified and collaborative agreements entered into before and after project implementation, and the number of referrals to community resources and services.

Submission Deadline

Applications for this program are due by 8:00 pm, e.t., on April 28, 2005.

Other Requirements

Purchase of American-Made Equipment and Products

It is the sense of Congress, as conveyed through each year's appropriations act, that to the greatest extent practicable, all equipment and products purchased with grant funds should be American made.

Civil Rights Compliance

All recipients of federal grant funds must comply with nondiscrimination requirements contained in federal laws. If a court or administrative agency makes a finding of discrimination against a recipient of funds on grounds of race, color, religion, national origin, gender, disability, or age after a due process hearing, the recipient must forward a copy of the finding to the Office for Civil Rights of the Office of Justice Programs.

Limited English Proficiency

Recipients of OJP financial assistance are required to comply with several federal civil rights laws, including Title VI of the Civil Rights Act of 1964 (Title VI) and the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), as amended. These laws prohibit discrimination on the basis of race, color, religion, national origin, and sex in the delivery of services.

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs.

The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov, by contacting OJP's Office for Civil Rights at 202-307-0690, or by writing to the following address:

Office for Civil Rights
Office of Justice Programs
U.S. Department of Justice
810 7th Street NW., Eighth Floor
Washington, DC 20531

Faith-Based and Community Organizations

It is OJP policy that faith-based and community organizations that statutorily qualify as eligible applicants under OJP programs are invited and encouraged to apply for assistance awards. Faith-based and community organizations will be considered for awards on the same basis as any other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or people working in the organization.

Anti-Lobbying Act

The Anti-Lobbying Act (18 U.S.C. § 1913) recently was amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each individual

occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352.

The Office of Management and Budget (OMB) is currently in the process of amending the OMB cost circulars (www.whitehouse.gov/omb/circulars/index.html) and the common rule (codified at 28 C.F.R. Part 69 for U.S. Department of Justice grantees) to reflect these modifications. However, in the interest of full disclosure, no federally appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government, without the express approval by OJP. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

Confidentiality and Human Subjects Protection

U.S. Department of Justice regulations (28 C.F.R. Part 22) require applicants for BJA funding to submit a Privacy Certificate as a condition of approval of any grant application or contract proposal that contains a research or statistical component under which personally identifiable information will be collected. In addition to the regulations in Part 22, regulations concerning protection of human subjects are set forth in 28 C.F.R. Part 46. In general, 28 C.F.R. Part 46 requires that all research involving human subjects conducted or supported by a federal department or agency be reviewed and approved by an Institutional Review Board before funds are expended for that research.

General information regarding Confidentiality and Human Subjects Protection can be found on the National Institute of Justice web site (www.ojp.usdoj.gov/nij/humansubjects). Sample formats of the Privacy Certificate, Transfer Agreement, and Single Project Assurance for submission to BJA can be found on the OJP web site (www.ojp.usdoj.gov/forms.htm).

Additional Information

For general information about BJA programs, training, and technical assistance, contact BJA at 202–616–6500 or visit the BJA home page at www.ojp.usdoj.gov/BJA.

For specific information about this solicitation, contact Kim Ball Norris, BJA Policy Office, at 202–307–2076 or kim.norris@usdoj.gov.

The OJP *Financial Guide*, which governs the administration of all funds to successful applicants, contains information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records and is available on the OJP web site at www.ojp.usdoj.gov/FinGuide.